



Classification: Energy Analyst	Position No. 420-5837-074
CBID: R10	Office: Existing Buildings
Date Prepared: January 17, 2019	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

The Energy Analyst works under the supervision of the Energy Resources Specialist III (Supervisory) in the Benchmarking and Equity Unit of the Existing Buildings Office of the Efficiency Division. The incumbent assists the work of program managers and program leads by performing entry-level work of average difficulty supporting the State Building Energy Benchmarking Program and increasing energy efficiency of the existing building stock, particularly in low-income multifamily buildings. The incumbent will help to overcome difficult barriers to implementing energy efficiency pertaining to low-income housing and disadvantaged communities.

DUTIES AND RESPONSIBILITIES:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
40%	Assists project manager and program leads in the implementation of the Statewide Building Energy Benchmarking Program for commercial and multifamily buildings, including conducting research and writing issue papers, and implementing tasks related to the program. Assists in the development of education and outreach materials, and conducts outreach through webinars and in-person meetings to building owners, property managers, local governments, and others to increase program compliance. Supports local governments who are developing local benchmarking programs so the local programs align with the statewide program. Assists in data collection and data analyses to improve the program. (E)
40%	Assists project manager and program leads in the implementation of the building energy efficiency and multifamily energy equity recommendations in the Low-Income Barriers Study and the Clean Energy in Low-Income Multifamily Buildings (CLIMB) Action Plan, including conducting research and writing issue papers, and collecting and analyzing program participation data from stakeholders to create a glide path for multifamily building owners to upgrade buildings during resyndication. Assists in research and making policy recommendations related to improvements to the existing California Utility Allowance Calculator (CUAC). Assists in the research and development of a low-income multifamily one-stop-



	shop to bring together multiple programs resources and financing opportunities to assist in upgrading low-income multifamily buildings. Works with a diverse group of internal and external stakeholders including other Energy Commission divisions; local, state, and federal agencies; utilities; and environmental justice, non-profit, and community-based organizations. (E)
15%	Represents the Commission by providing presentations, briefings, and conducting meetings. Works with utilities; federal, state, and local governmental agencies; industry organizations; and the public impacted by the implementation of efficiency programs and policies for existing buildings. (E)
5%	Performs other duties as required consistent with the specifications of this classification. (M)

WORKING CONDITIONS: Work is performed indoors in an office setting under fluorescent lighting. Regular and consistent attendance is essential to the successful performance in this position. Some travel is required to attend off-site meetings or participate in workshops and hearings. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint), WebEx, and Internet browsers.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Vacant Date </div> <div style="display: flex; justify-content: space-between;"> Energy Analyst </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Eugene Lee Date </div> <div style="display: flex; justify-content: space-between;"> Energy Resources Specialist III (Supervisory) </div>